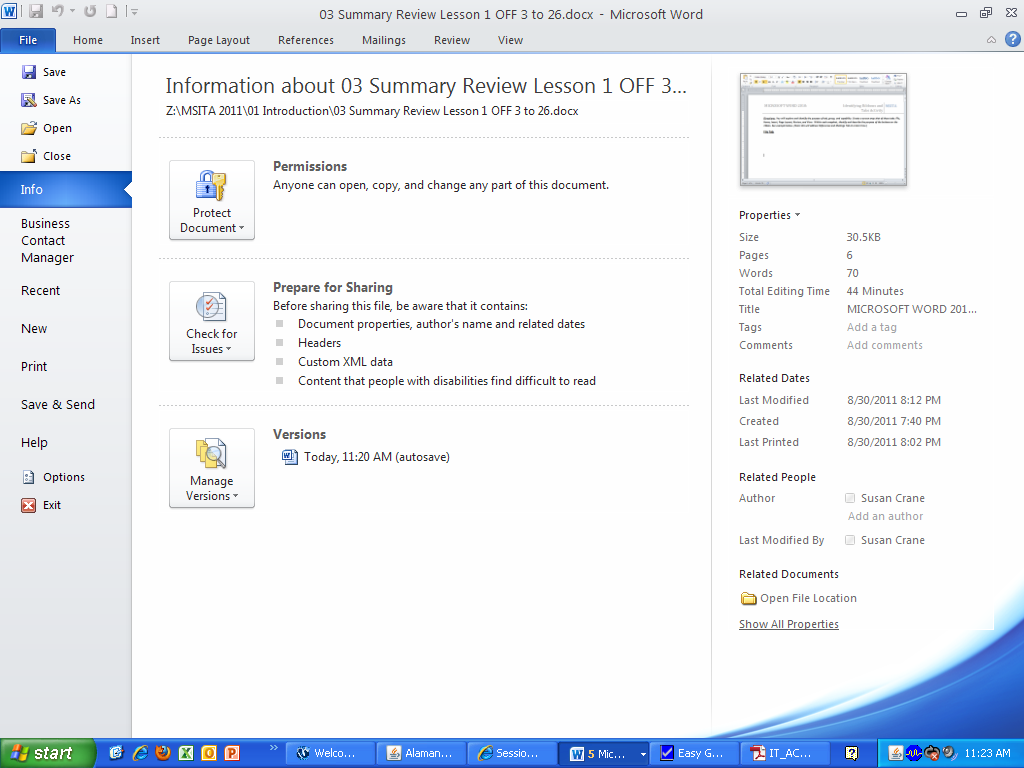
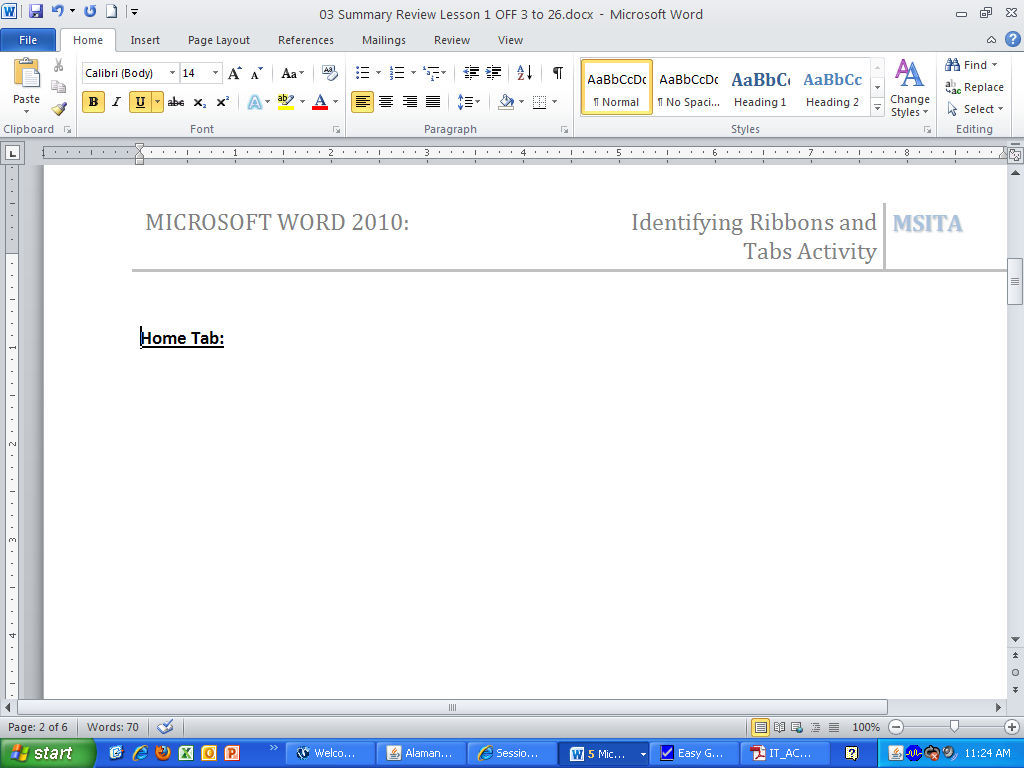
***Directions: You will explore and identify the purpose of tab, group, and capability of these tabs: File, Home, Insert, Page Layout, Review, and View. Within each snapshot, identify and describe the purpose of the buttons on the ribbon that we have addressed in class. See example below.***

File Tab:

|  |  |
| --- | --- |
| FILE TAB | |
| Capability Name | **Purpose** |
| 1. Save |  |
| 1. Save As |  |
| 1. Open |  |
| 1. Close |  |
| 1. Recent |  |
| 1. New |  |
| 1. Print |  |
| 1. Save & Send |  |
| 1. Help |  |
| 1. Options |  |
| 1. Exit |  |

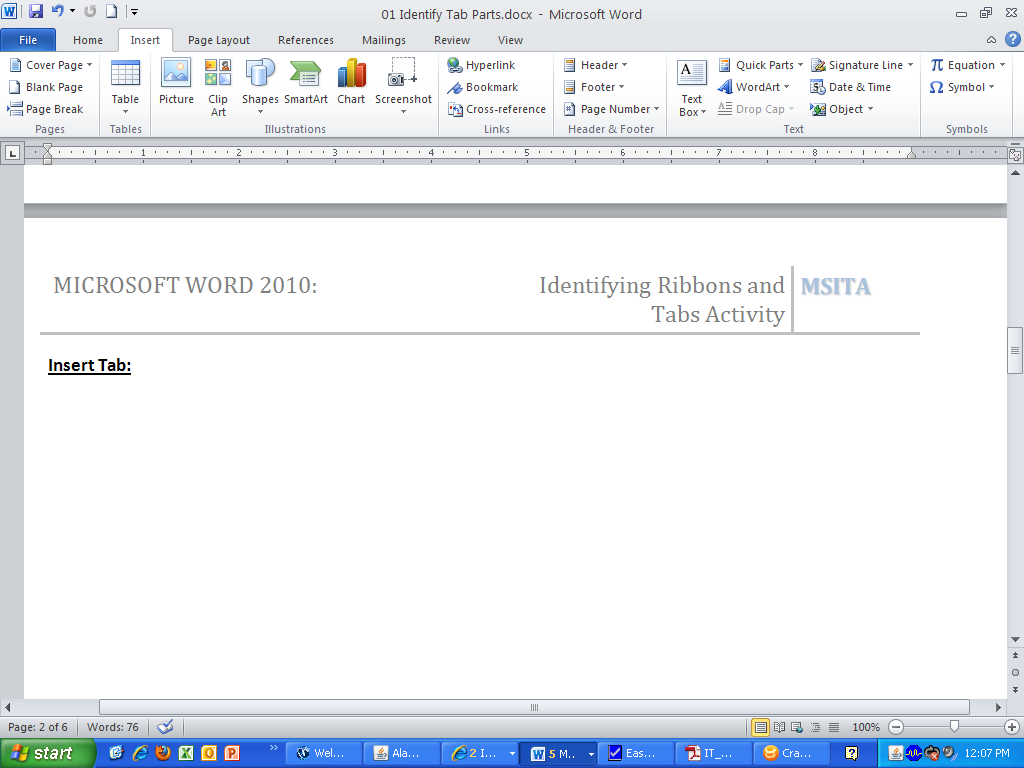


**Home Tab:**



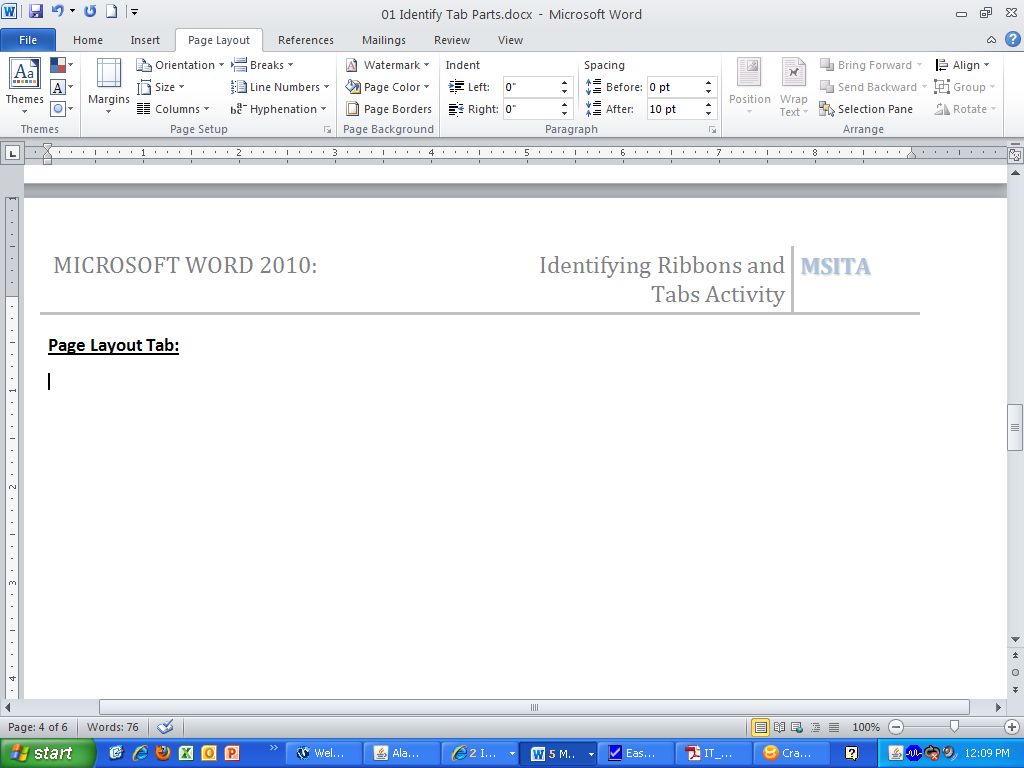
|  |  |  |  |
| --- | --- | --- | --- |
| HOME TAB | | |  |
| Name | **Symbol** | **Purpose** | **Hot Key Shortcut** |
| 1. Paste |  |  |  |
| 1. Format Painter |  |  |  |
| 1. Bold |  |  |  |
| 1. Italic |  |  |  |
| 1. Underline |  |  |  |
| 1. Strikethrough |  |  |  |
| 1. Subscript |  |  |  |
| 1. Superscript |  |  |  |
| 1. Font Style |  |  |  |
| 1. Font Size |  |  |  |
| 1. Font Style |  |  |  |
| 1. Increase Font |  |  |  |
| 1. Decrease Font |  |  |  |
| 1. Change Case |  |  |  |
| 1. Clear Formatting |  |  |  |
| 1. Font Color |  |  |  |
| 1. Highlighter Pen |  |  |  |
| 1. Text Effects |  |  |  |
| 1. Bullet List |  |  |  |
| 1. Number List |  |  |  |
| 1. Multi-Level List |  |  |  |
| 1. Align Text Left |  |  |  |
| 1. Center |  |  |  |
| 1. Align Text Right |  |  |  |
| 1. Justify |  |  |  |
| 1. Decrease Indent |  |  |  |
| 1. Increase Indent |  |  |  |
| 1. Sort |  |  |  |
| 1. Show/Hide |  |  |  |
| 1. Line and Paragraph Spacing |  |  |  |
| 1. Shading |  |  |  |
| 1. Bottom Border |  |  |  |
| 1. Styles |  |  |  |
| 1. Change Styles |  |  |  |
| 1. Find |  |  |  |
| 1. Replace |  |  |  |
| 1. Select |  |  |  |

**Insert Tab:**



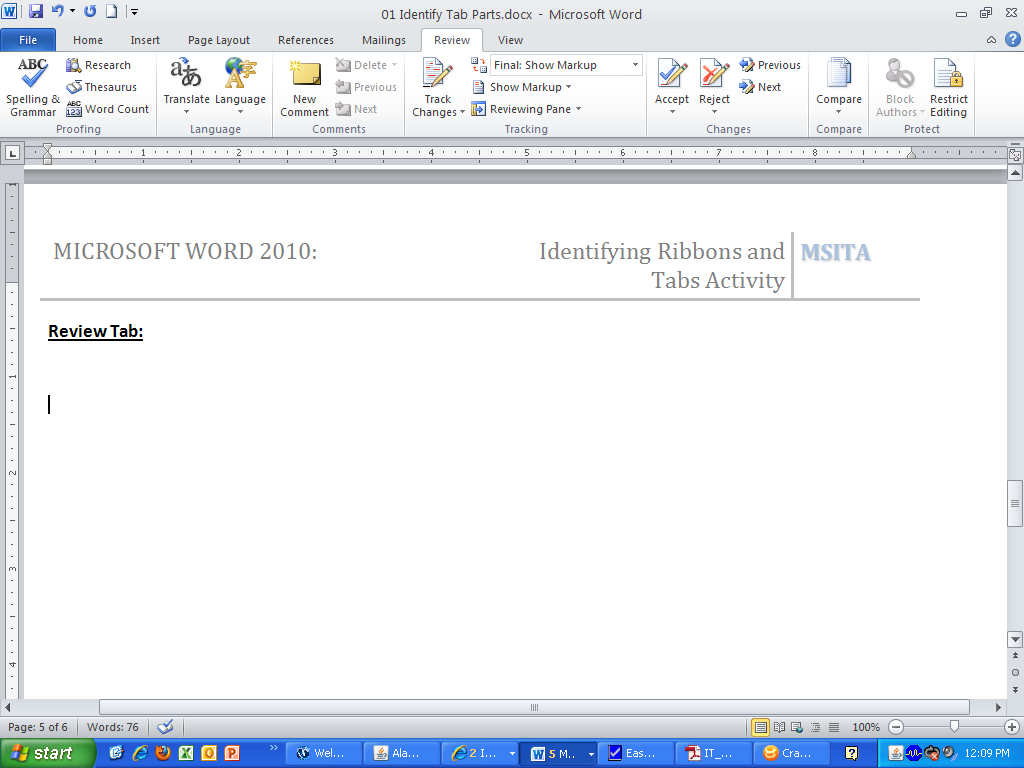
|  |  |  |  |
| --- | --- | --- | --- |
| Name | | Group Name | Purpose |
| 1. Cover Page | |  |  |
| 1. Blank Page | |  |  |
| 1. Page Break | |  |  |
| 1. Table | |  |  |
| 1. Picture | |  |  |
| 1. Clip Art | |  |  |
| 1. Shapes | |  |  |
| 1. Smart Art | |  |  |
| 1. Chart | |  |  |
| 1. Screenshot | |  |  |
| 1. Hyperlink | |  |  |
| 1. Header | |  |  |
| 1. Footer | |  |  |
| 1. Page Number | |  |  |
| 1. Text Box | |  |  |
| 1. Quick Parts | |  |  |
| 1. Word Art | |  |  |
| 1. Drop Cap | |  |  |
| 1. Signature |  | |  |
| 1. Date and Time |  | |  |
| 1. Object |  | |  |

**Page Layout Tab:**



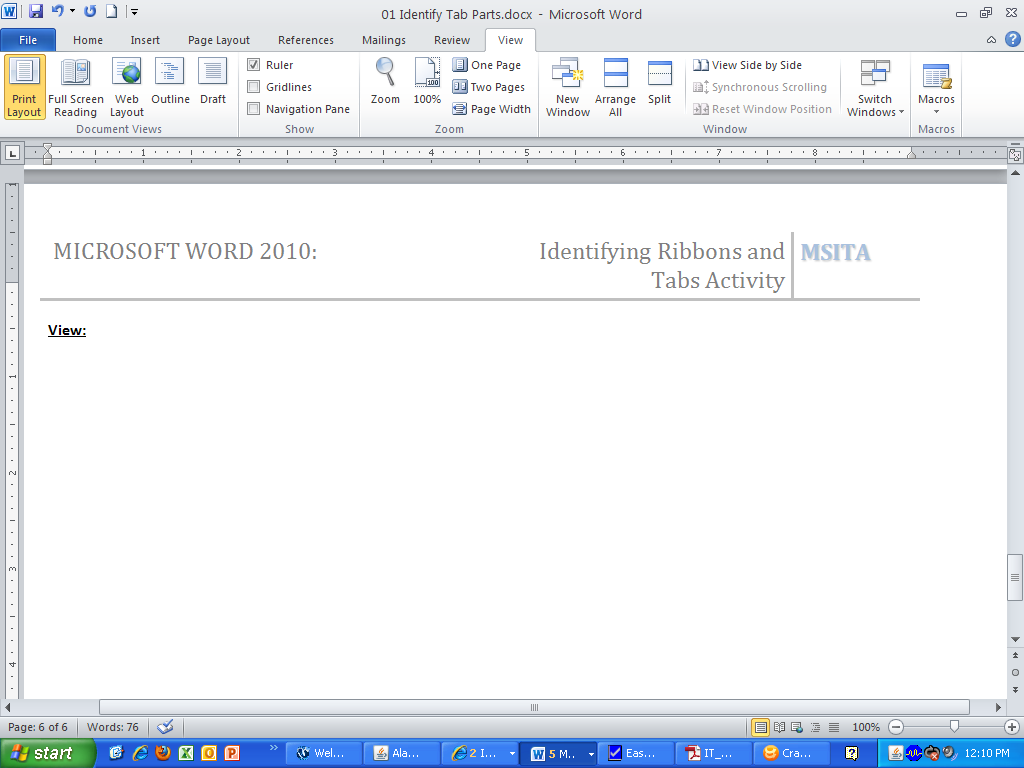
|  |  |  |
| --- | --- | --- |
| Name | Group Name | Purpose |
| 1. Themes |  |  |
| 1. Theme Colors |  |  |
| 1. Theme Fonts |  |  |
| 1. Theme Effects |  |  |
| 1. Margins |  |  |
| 1. Orientation |  |  |
| 1. Size |  |  |
| 1. Columns |  |  |
| 1. Breaks |  |  |
| 1. Watermark |  |  |
| 1. Page Color |  |  |
| 1. Page Border |  |  |
| 1. Indent |  |  |
| 1. Spacing |  |  |
| 1. Wrap Text |  |  |
| 1. Align |  |  |
| 1. Group |  |  |
| 1. Rotate |  |  |

**Review Tab:**



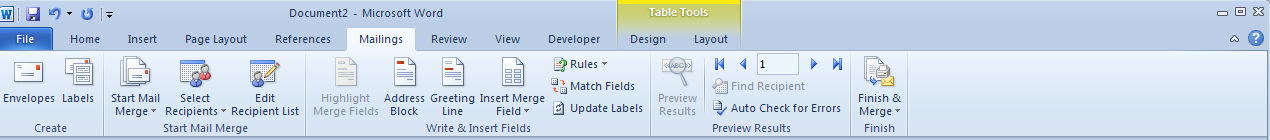
|  |  |  |
| --- | --- | --- |
| Name | Group Name | Purpose |
| 1. Spelling & Grammar |  |  |
| 1. Research |  |  |
| 1. Thesaurus |  |  |
| 1. Word Count |  |  |
| 1. Translate |  |  |
| 1. Language |  |  |
| 1. Restrict Editing |  |  |

**View:**



|  |  |  |
| --- | --- | --- |
| Name | Group Name | Purpose |
| 1. Print Layout |  |  |
| 1. Full Screen Reading |  |  |
| 1. Web Layout |  |  |
| 1. Outline |  |  |
| 1. Draft |  |  |
| 1. Ruler |  |  |
| 1. Gridlines |  |  |
| 1. Navigation Pane |  |  |
| 1. Zoom |  |  |
| 1. 100% |  |  |
| 1. One Page |  |  |
| 1. Two Pages |  |  |
| 1. Page Width |  |  |

**Mailings**

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|  |  |  |
| --- | --- | --- |
| Name | Group Name | Purpose |
| 1. Envelopes |  |  |
| 1. Labels |  |  |
| 1. Start Mail Merge |  |  |
| 1. Select Recipients |  |  |
| 1. Edit Recipients |  |  |
| 1. Address Block |  |  |
| 1. Greeting Line |  |  |
| 1. Insert Merge Field |  |  |
| 1. Rules |  |  |
| 1. Match Fields |  |  |
| 1. Update Labels |  |  |
| 1. Preview Results |  |  |
| 1. Finish and Merge |  |  |

**References**

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|  |  |  |
| --- | --- | --- |
| Name | Group Name | Purpose |
| 1. Table of Contents |  |  |
| 1. Insert Footnote |  |  |
| 1. Insert Endnote |  |  |
| 1. Next Footnote |  |  |
| 1. Insert Citation |  |  |
| 1. Manage Citations |  |  |
| 1. Style |  |  |
| 1. Bibliography |  |  |
| 1. Insert Caption |  |  |
| 1. Cross-Reference |  |  |
| 1. Mark Entry |  |  |
| 1. Insert Index |  |  |
| 1. Insert Table of Authorities |  |  |